

Customer Service
Tax & License Registration

Telephone: (480) 312-2400
Fax: (480) 312-4806
Website: www.scottsdaleaz.gov



Office Locations:

7447 E Indian School Rd., Ste 110
Scottsdale, AZ 85251
or
9379 E San Salvador Dr., Ste 100
Scottsdale, AZ 85258

SOLICITATION REQUIREMENTS

FEES: \$10.00* per day per person
\$29.00* Records Check per person

Be sure to read the Miscellaneous Business Licenses ordinance and General Provisions ordinance available from the City of Scottsdale, Tax and License Registration office, **prior** to applying.

1. Must apply, a minimum of, 30 days prior to planned solicitation.
2. Any licensee transacting and carrying on business in the city shall keep the license upon his or her person at all times while transacting and carrying on the business for which it was issued.
3. A license will not be issued if the applicant has been convicted of a criminal action that would be grounds for denial or as proposed in Article 1 of this chapter.
4. If, while any application is pending, or during the term of any permit granted, there is any change in fact, policy, or method, that would alter the information supplied in the application, the applicant is required to notify the Tax and License Registration office of the change in writing within 24 hours after the change occurs or becomes known to the applicant.
5. No child or children under the age of 16 shall solicit within the city pursuant to a permit granted under this article unless supervised by a responsible adult holding a permit pursuant to this article.
6. Solicitation shall not commence earlier than 9:00 a.m. nor extend later than 9:00 p.m. on any day. Solicitors under the age of 16 are only allowed to solicit between 9:00 a.m. and 7:00 p.m.
7. The applicant must also apply for a Business, Occupational, and Professional license (service or wholesale), if the business is located in Scottsdale or if the applicant has a tax liability a Transaction Privilege (Sales) and Use Tax license is required.

Revised 4/02/04

*Official Schedule of City of Scottsdale Rates and Fees at: www.scottsdaleaz.gov - keyword "Fees".